

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission		3. Service	4. Employing Office Location	5. Duty Station	1. Agency Position No.
<input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		<input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	Orlando, FL	Orlando, FL	13253
Explanation (Show any positions replaced)		7. Fair Labor Standards Act	8. Financial Statements Required	9. Subject to IA Action	
		<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status	11. Position is:	12. Sensitivity	13. Competitive Level Code
		<input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	<input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 2 - Neutral <input type="checkbox"/> 3 - Critical <input type="checkbox"/> 4 - Special	09AD
		14. Agency Use			
15. Classified/Graded by	Official Title of Position		Pay Plan	Occupational Code	Grade
a. U.S. Office of Personnel Management					
b. Department, Agency or Establishment					
c. Second Level Review					
d. First Level Review	Student Trainee (Contracting & Procurement)		GS	1199	09
e. Recommended by Supervisor or Initiating Office	Student Trainee (Contracting & Procurement)		GS	1199	09

16. Organizational Title of Position (if different from official title)


18. Department, Agency, or Establishment	c. Third Subdivision
Department of the Army	Project Support Group
a. First Subdivision	d. Fourth Subdivision
ASA(ALT)	Contracts Directorate
b. Second Subdivision	e. Fifth Subdivision
PEO STRI	

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

KIM D. DENVER, Director of Contracts


Signature:  Date: 18 Nov 04

b. Typed Name and Title of Higher Level Supervisor or Manager (optional)

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

KIM D. DENVER, Director of Contracts

Signature:  Date: 18 Nov 04

22. Position Classification Standards Used in Classifying/Grading Position

Bus & Ind Student Trainee Series, Hdbk of OCC Groups & Families, Jan 99

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
 BUS: 7777
 Student Career Experience Program (SCEP) Position
 Position is at full performance level.

25. Description of Major Duties and Responsibilities (See Attached)

Previous Edition Usable

OF 8 (Rev. 1-85)
 U.S. Office of Personnel Management
 FPM Chapter 295 USAPPC V1.00

Position Description

STUDENT TRAINEE (CONTRACTING AND PROCUREMENT)

GS-1199-09

Duties

This is a student trainee position in the Student Career Experience Program (SCEP). The position receives both on-the-job and formal classroom education and assignments for the purpose of developing the skills and knowledge necessary to perform the full range of assignments in the Contracting Division.

MAJOR DUTIES

Serves as a Contract Specialist responsible for the full range of contract functions encompassed in preparing, awarding, and administering a variety of contractual instruments in support of the PEO STRI missions. Utilizes a range of procurement methods, including simplified acquisition procedures, sealed bidding, and formal negotiations. Functions include, but are not limited to:

1. Analyzes requirement upon receipt of requisition and determines appropriate contracting method and type of contract taking into consideration the competitive and socioeconomic environment. Ensures that all decisions pertaining to mandatory sources or set aside programs are fully documented. Prepares justification and approvals for emergency or sole source actions. Prepares and issues the IFB/RFP/RFQ, working with the requiring activity as necessary to clarify the statement of work. Ensures that price schedule, which frequently contains options, is properly structured; ensures that all DOL wage determinations are incorporated; determines applicability of solicitation provisions and contract clauses. Conducts market surveys. Issues pre-solicitation notices and publishes synopses in Commerce Business Daily. Forwards solicitation package to prospective bidders/offerors; serves as POC for inquiries; and issues amendments. 50%
2. Participates in bid openings; receives proposal quotations. Performs analysis to determine responsiveness. Evaluates bidder/offeror responsibility based upon previous contract performance; conducts pre-award survey. Performs price analysis comparing bids/quotations with historical pricing, government estimate, and other factors. Negotiates prices, delivery date, conformance with specifications, and similar matters. Prepares recommendation to contracting officer for award to lowest responsive and responsible bidder. Documents reasons for decision including justifying basis for not recommending lowest price offer. 30%
3. During contract performance, monitors contractor's compliance with applicable laws, delivery/performance schedules, inspections and all other contract terms and conditions. Recommends corrective action to the contracting officer when the contractor is not in compliance or fails to perform in accordance with contract requirements. When requirements change, issues request for proposal and negotiates modifications. 20%

Performs other duties as assigned.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION, FL 1-6—950 pts

Knowledge and skill to apply guideline material by reading and interpreting procurement regulations and technical material, and translating the guidance into specific actions, e.g., assisting the preparation of solicitation documents.

Knowledge of commonly used contracting methods and contract types relating to the performance of pre-award, post-award and/or contract price/cost analysis functions when the contract actions are well defined and well preceded.

Familiarity with business practices, market conditions and sources of supply applicable to program and technical requirements sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance.

Knowledge of price/cost analysis sufficient to analyze a proposal/quotation or bid using historical data, commercial catalogs, price lists, or government estimate to assure price reasonableness.

Knowledge of contract negotiation techniques sufficient to negotiate or administer contracts where actions are well defined and precedent.

FACTOR 2, SUPERVISORY CONTROLS, FL 2-3—275 PTS

The supervisor makes assignments in terms of broad categories and defines objectives, priorities, and deadlines. Technical guidance and assistance is provided by the supervisor, team leader or contracting officer as required. The incumbent exercises initiative and judgment in planning and carrying out assignments within established procedures and with established precedents. Completed work, usually in the form of a recommendation for contract award, is reviewed prior to signature for technical adequacy, effectiveness, and compliance with policies, procedures, laws and regulations.

FACTOR 3, GUIDELINES, FL 3-3—275 PTS

Guidelines include Federal Acquisition Regulation, DFAR, AFAR, EFAR supplements, and established procedures and precedents. The incumbent selects available reference information, and regularly interprets precedents or adapts established procedure to meet the needs of the assignment. Judgment is required in analyzing and evaluating information such as determining the appropriate procurement method, preparing justifications, selecting and adapting contractual provisions, identifying sources, determining price reasonableness, and evaluating responsibility of the contractor to perform successfully based on pre-award surveys or past procurement histories. When significant problems are encountered or deviations are required, the incumbent develops recommended alternatives or solutions prior to completion of the procurement package.

FACTOR 4, COMPLEXITY, FL 4-3—150 PTS

The work typically involves a wide range of duties requiring many different and unrelated methods and procedures with full operating competence in the well-established aspects of a contracting assignment. This involves use of firm fixed price, indefinite delivery and similar contracts. Adequate competition is

generally available, although review of the market is sometimes required to determine the availability of specialized items or services. Determining what needs to be done requires substantial analysis. The incumbent monitors contract performance and prepares change order documents and supporting memoranda.

FACTOR 5, SCOPE AND EFFECT, FL 5-3—150 PTS

Purpose of the work is to perform a variety of actions encountered throughout pre- and post-award contracting, using established procedures. Examples include defined procurement and supporting documentation; review post-award reports or investigation of specific issues. The work supports PEO STRI and a wide variety of customers.

FACTOR 6, PERSONAL CONTACTS, FL 6-3—60 PTS

Contacts are with a variety of contractors, manufacturers, suppliers, representatives of other Federal agencies or technical representatives of private industry or other organizations doing business with the Government. Contacts and negotiations take place in a moderately unstructured situation and require the incumbent to establish the role and ground rules for procurement.

FACTOR 7, PURPOSE OF CONTACTS, FL 7-2—50 PTS

Contacts are to plan and advise in procurement actions with requiring offices, to coordinate actions with support offices (e.g., legal), and resolve related problems. Contacts are to advise technical specialists and contractor representatives on causes of action and to negotiate fair, reasonable prices. Contacts outside PEO STRI are to follow up on procurements and resolve routine problems, solicit bids or proposals, to discuss obligations under contract or to negotiate.

FACTOR 8, PHYSICAL DEMANDS, 8-1—5 PTS

The work is primarily sedentary; however, walking, standing, bending, carrying light items such as reports or files, and driving an automobile are required. The incumbent must have the physical ability to conduct visits to contractor facilities and/or work sites. Common physical characteristics and abilities such as above average resistance to fatigue are required occasionally in the conduct of negotiations or during times of unusually high workload fluctuations.

FACTOR 9, WORK ENVIRONMENT, FL 9-1—5 PTS

Work is performed in an office setting.

TOTAL POINTS: 1920 PTS